



<b>Job Title</b>	Custodian
<b>Reports to</b>	Operations Services Team Leader, within the Facilities Team.
<b>Principle Role</b>	<p>The School Facilities team are responsible for ensuring that the school facilities provide an environment that is safe, clean and inspires Staff and Pupils.</p> <p>The Facilities team duties are split between 3 sections, Operations Services, Estates Services, and Transport Services.</p> <p>The Custodian reports to the Operations Services Team Leader. They are responsible for unlocking the school, managing the school waste, completing all portage tasks allocated and carry out routine maintenance, compliance testing and greeting and guiding visitors at the School.</p> <p>We are seeking a Custodian to carry out this role whilst contributing and supporting the wider Facilities team, staff, pupils, visitors and external bookings. We ask all staff to act as ambassadors for Wisbech Grammar School, promoting the School positively when interacting with pupils, parents, staff and visitors.</p> <p>Initiative and flexibility will be key attributes of the successful candidate.</p> <p>The School is very busy and involves periods of working to tight deadlines and schedules. It offers diverse and varied duties and a friendly and supportive staff.</p>
<b>Hours of Work</b>	<p>Working hours are 40 hours per week across the year.</p> <p>Term Time working</p> <ul style="list-style-type: none"><li>• 1330 - 2130 Tuesday to Friday</li><li>• 0800-1900 Saturday</li></ul> <p>However there may be the option to complete one early unlock during the week, in return for an earlier finish on one evening (potentially Friday). This would ensure experience of both unlocking and locking.</p> <p>Non-term time working</p> <ul style="list-style-type: none"><li>• Either early or late 8 hour shifts to be agreed as appropriate 0630-1530 or 0930–1830 Monday to Friday (with an hour unpaid for lunch)</li></ul> <p>We offer reduced scheduled hours in term time so that a number of banked hours can be built up to cover extra-ordinary School events.</p> <p>Shift patterns are indicative and may change following consultation.</p> <p>The Post holder will be expected to work those hours that are necessary to fulfil the responsibilities of the role and to meet the needs of the School which will depend on the activities planned.</p>
<b>Holidays</b>	6 Weeks Holiday, 4 of which are to be taken during school holidays (including 5 days mandatory shutdown over Christmas).
<b>Probation</b>	1, 3, 6-month reviews in the first year of the role which will also apply if the successful candidate later changes to a different role/ promotion.



- Medical Report** The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the School.  
Please note that all School buildings operate a no-smoking policy.
- Benefits** Wisbech Grammar School provides
- Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution
  - Childcare voucher scheme
  - Fee discounts for dependent children.
- Safeguarding** Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment.  
The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS).  
The post-holder is responsible for ensuring that they
- undertake all mandatory training on the school defined timetable (annually at time of writing this document)
  - read, digest and adhere to all mandatory training on the school defined timetable (annually at time of writing this document)
- Data Protection** In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information.  
Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals.  
A strict code of confidentiality must be adhered to at all times.  
Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person
- Application** To apply, please complete a Staff Application form which can be downloaded from our web site. Please email your completed form to [HR@wisbechgrammar.com](mailto:HR@wisbechgrammar.com).  
The closing date for applications for this role is 5pm on 04 November 2022  
Interviews are scheduled to be held during week commencing 07 November 2022.



## **Detailed Job Description**

The list of duties and responsibilities is not exhaustive; it is an indication of the main areas of focus and responsibility. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post.

### **Waste Management**

- 1 Collect all waste from the collection points around the school at agreed times of the day.
- 2 Carry out daily Litter picks around the school and adjoining property to ensure the school looks its best at all times.

### **Unlocking**

- 3 Unlock the school car parks and check the perimeter security for any signs of intruders, and ensure no intruders are on site.
- 4 Check the heating systems are working and if required reset boilers.
- 5 Take all overnight Rubbish from agreed locations to the main waste bins.
- 6 At weekends not all the school is unlocked, review the events planned and unlock the required buildings.

### **General Porterage**

- 7 The school receives a large numbers of letters and parcels on a daily basis. The Custodians are expected to deliver general post to the staff in-trays located around the school.
- 8 Parcel collection needs to be dealt with on need basis as deliveries arrive. This needs to be scheduled with the Pupil Services Team as we try to avoid large parcels being left in the main visitor reception area, but we also need to balance the other duties with the number of times we collect parcels.
- 9 For visitors and events parking allocation signs are to be put out, and any direction signs for events are to be produced on the computer, laminated and displayed in the correct locations around the school.
- 10 Event support, for major school events and external booking, such as Balls, the Custodians are expected to be in attendance and available to welcome visitors and guide them to the correct locations and be able to support visitors in an emergency.
- 11 Custodians will be trained as Fire Marshalls and have First Aid training and will be expected to support the school's evacuation and lockdown.
- 12 Custodians are expected to be on the school Call out list for out of hour's emergency call outs, to respond to Intruder and fire alarm activations. They will be supported in this by school staff living on site and Estates staff. The weekend custodian would only be expected to cover on their working days on a rota basis.

### **Car Park Duty**

- 13 Custodians will be expected to be on duty in the car park for afternoon pupil collection to get cars parked and the pupils safely to the cars and away in an efficient manner. The school operates a drop of lane to reduce the need for parking spaces. This is to be a supportive role and not confrontational if parents chose to ignore your requests. Any issues with parents should be directed to a member of the teaching staff on duty.



### School Cleaning

- 14 The school cleaning team works two shifts, early morning (0700-0900) and evening (1630-2130).
- 15 During the day when there are limited cleaners there may be incidents that require cleaning. The Custodians are expected to work with the Operations Services Team Leader to complete this work (to ensure the school looks its best at all times).
- 16 During the evening it is expected that the Custodian will support the Cleaning Team through waste collection, and to cover any absence.
- 17 On a Saturday the Custodian will have cleaning duties, with specific focus on Sports Hall and the Refectory to ensure the rooms are ready for use.

### Maintenance and compliance

- 18 The school has an Estates Operations team for the larger and more complex maintenance and project works required around the school, but smaller maintenance and repair works may be issued to the Custodians to complete. This will include changing light bulbs, batteries, minor repairs, and unblocking drains.
- 19 To ensure legal compliance the school need to carry out routine checks and inspections. The Custodians will be responsible for completing some of these checks and reporting the results. These include temperature checks, fire extinguishers, fire doors, first aid boxes, lockdown information.
- 20 Staff Notice boards need to be kept up to date with legal compliance and general information, the Custodians will remove old documents and replace with new documents.

### Help desk

- 21 The school will be creating a help desk for all school users to log requests for services, this will include additional cleaning and portorage tasks needed, when these are collated onto the weekly works list it is essential that you work through these tasks and complete them in a planned and timely manner.
- 22 Where you notice issues around the school that need attention you need to report these by adding them to the Help desk task list.
- 23 Add any requests that come via other sources to this list to ensure we have a complete list of all works carried out by the Facilities Teams.

### Health & Safety

- 24 Ensure all COSHH, Risk Assessments and Method statements (RAMS) are up to date and relevant to the materials and task being completed and ensure all staff are fully aware of the RAMS and follow them when working.
- 25 Ensure that you are fully trained on the equipment and understand the COSHH for the Materials used.

### Weekend Events

- 26 At weekends there can be a number of events happening at the school, sports events happen most weekends, other external bookings and open days are also regular events. You will be required to support these events.
- 27 Before sports start you will help the Grounds staff put out Post protectors, Nets, corner flags, and any other sports equipment planned to be used on that day. After the sports events have



finished you will need to put this equipment away, there may not be any grounds support after the events have been set up.

- 28 For sports events you will meet visiting parents and sports teams and direct them to the correct pitches, put out information signs and man the information point when requested.
- 29 During the events you will be visible to staff and visitors, collecting any waste, supporting catering staff and grounds staff in setting up the pitches and serving food if required.
- 30 You will need to manage lone workers on site to ensure their safety and wellbeing.
- 31 After events you will be required to support cleaning staff or clean rooms so that they are ready to use on the Sunday/ Monday as required.
- 32 On weekends where there are no events you will be given a list of tasks to complete.

### Meetings

- 33 1-2-1 Meeting with Operations Services Team Leader, Department meetings, these meetings are arranged by the Operations Services Team Leader.

### Staff

- 34 Work closely with other Custodians to ensure work is allocated fairly.
- 35 Support Facilities staff, school staff and pupils when required.

### Other

- 36 Any other tasks of a similar nature which might reasonably be requested by the Facilities Manager, or Senior Team.



<b>Person Specification</b>			
<b>Attributes</b>	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and Experience</b>	Computer Skills - Outlook (email)		<b>x</b>
	Experience of cleaning in commercial/complex buildings		<b>x</b>
	Experience of working as a Caretaker / Porter		<b>x</b>
	Health & Safety Knowledge and ability to apply this to all work	<b>x</b>	
	General Handy man skills		<b>x</b>
<b>Personal job related skills</b>	Excellent communication skills including adjustment to meet the needs of the target audience (staff, teachers, parents, pupils).	<b>x</b>	
	Able to communicate accurate, timely and digestible information to senior staff together with explanations and recommendations	<b>x</b>	
	Able to deal confidently with internal and external people, in person, by phone and by email	<b>x</b>	
	Good Numerical and literacy skills		<b>x</b>
	Desire to continually improve in all that is done	<b>x</b>	
	Management of a diverse workload, prioritise and keep to deadlines	<b>x</b>	
	Ability to work on own initiative and as part of a team when required	<b>x</b>	
	Flexibility to react to the high pace demands of school life	<b>x</b>	
	High professional standards	<b>x</b>	
	Energetic, enthusiastic and hard working	<b>x</b>	
	Good sense of humour and endless patience	<b>x</b>	
	Understanding and appreciation of confidentiality	<b>x</b>	
<b>Qualifications</b>	GCSE Maths , English		<b>x</b>
	Trade Skill in a maintenance / construction related field		<b>x</b>



Other	Commitment to the priorities and values of the School	<b>x</b>	
	The work is at times physically demanding, therefore the Custodians need to be physically fit and in good health.	<b>x</b>	
	Able to work at height on occasions		<b>x</b>
	Excellent time keeping.	<b>x</b>	
	Understanding, acceptance and commitment to the school's policies on equal opportunities, health and safety and quality assurance.	<b>x</b>	
	Knowledge and understanding of customer care and commitment of excellent customer care throughout the school.	<b>x</b>	



<b>Typical Custodian duties on a Saturday</b>			
<b>Time</b>	<b>Location</b>	<b>Weekend duties for custodian. For weekday duties follow the Early Custodian duties.</b>	<b>Who</b>
Saturday	Whole School	Unlock, from Jarvis car park gate through to School buildings. Includes a check for intruders / damage, and also checking heating systems are working. Only unlock the buildings that are needed for the planned events.	Weekend Custodian
0800-0830	Agreed locations	Collect any overnight rubbish from agreed locations and take to the main waste collection area.	Weekend Custodian
0830-0900	Agreed locations	Make contact with Lone workers as agreed list and then arrange for hourly check meetings throughout the day. Visit each location to check they are safe and well. You must always have the security phone with you in case of emergency. Make a list and record these visits.	Weekend Custodian
0900-1000	Various locations	Help set up for sports events or other events, (where these events start earlier delay rubbish collection and staff checks until set up is completed). For sports events put out additional waste bins.	Weekend Custodian
1130-1230	Ops Staff room	Lunch Break to be taken at a convenient time during the day when events are running and your services are not needed. You should not take your break in the view of visitors.	
1000- 1500	Various locations	Support events by assisting with visitor information and guidance, supporting catering staff if required and grounds staff, be visible during the events and carry out litter collections, and assist with implementing school rules.	Weekend Custodian
1500-1600	Various locations	Clean after events and help pack away any equipment, leave rooms ready for use the following day if needed.	Weekend Custodian